



PRE-APPLICATION SITE VISIT Request Form

Project site address:

Project Number:

Project Type (circle): **MUP** **DEMO** **STFI** **CONTR.**

Project site owner: _____

Owner's Representative: _____

Mailing Address: _____
(City, State, Zip) _____

Phone No. _____ Fax No. _____

e-mail address: _____

Project description: _____

Proposed excavation, fill, and other grading: _____

Proposed foundation type(s): _____

Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Design, Construction and Land Use to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit.

I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the pre-application site visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed _____

Date: _____

Daytime phone no. _____

Please circle one of the below:

Owner Renter/lessee Vacant
occupied occupied

Instructions for completing and submitting Pre-Application Site Visit Request Form:

- Fill-out Request Form completely; be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a plot plan to this Request Form; either attach a previously prepared plot plan or carefully draw a plot plan on the attached Plot Plan grid sheet.

To submit Request Form and Plot Plan:

- Bring the Request Form and Plot Plan to the Site Development Desk (address below); pay the \$113.00 site visit fee at the cashier's window before dropping off the Request Form.

OR

- Mail the Request Form, Plot Plan, and a check (payable to "City of Seattle") for \$113.00 to:

DCLU
700 5th Avenue, Suite 2000
Seattle, WA 98104-5070
Attn: Site Development Desk

Pre-Application Site Visit Fee*:

\$ **113.00** _____

ASC Staff: _____

Date: _____

Register key 665
Component number 75
Project Code USITEDEV

Fee Paid (stamp):

Receipt # _____